

Senate Bill 272

Approved on October 11, 2015, SB 272 adds a section to the California Public Records Act requiring local agencies to create a catalog of Enterprise Systems by July 1, 2016 with annual updates.

Enterprise System

A software application or computer system that collects, stores, exchanges and analyzes information that the agency uses that is both of the following:

- A multi-departmental system or a system that contains information collected about the public.
- A system that serves as an original source of data within an agency.

An Enterprise System does not include any of the following:

- Information Technology security systems, including firewalls and other cybersecurity systems.
- Physical access control systems, employee identification management systems, video monitoring and other physical control systems.
- Infrastructure and mechanical control systems, including those that control or manage street lights, electrical, natural gas or water or sewer functions.
- Systems related to 911 dispatch and operation or emergency services.
- Systems that would be restricted from disclosure by Section 6254.19.
- The specific records that the information technology system collects, stores, exchanges or analyzes.

Requirements

1. Create a catalog of enterprise systems, containing:
 - Current system vendor
 - Current system product
 - System's purpose
 - A description of categories or types of data
 - The department that is the prime custodian of the data
 - The frequency that system data is collected
 - The frequency that system data is updated
2. To make the catalog publicly available upon request
3. To post the catalog in a prominent location on the agency's website

Exception

If the public interest served by not disclosing the information described clearly outweighs the public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.

City of Hollister Enterprise Systems Generated December 07, 2018

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Adobe Acrobat DC	Adobe	PDF Management	Other	Information Systems	As Needed	As Needed
Adobe Creative Suite	Adobe	Graphic / PDF Management	Other	Information Systems	As Needed	As Needed
ArcGIS 10	ESRI	Mapping	Geographic Information Systems	Engineering Department	As Needed	As Needed
AutoCad LT	AutoDesk	Drafting	Engineering	Engineering Department	Daily	Daily
Chameleon	Chameleon beach Software	Animal Shelter Management	Animal License	Animal Control Department	Daily	Daily
Emergency Reporting	Emergency Reporting	Fire Records Management	Public Safety	Fire Department	Daily	Daily
Incode 10	Tyler Technologies	Financial System	Financial System	Finance Department	Daily	Daily
Incode Central	Tyler Technologies	Permitting, Business Licensing	Financial System	Finance Department	Daily	Daily
IQM2	Granicus	Agenda Management	Agenda Management	City Clerk Office	Daily	Daily
Laserfiche	Laserfiche	Document Management	Document Management	City Clerk Office	Daily	Daily
Megatrak Fueling	Megatrak	Fueling System Management	Transit	Fleet Department	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Microsoft Office 2010 / 2016 Professional	Microsoft	Word Processing / Email, etc.	Other	Information Systems	As Needed	As Needed
Municode	MuniCode	Municipal Code Management	Other	City Clerk Office	As Needed	As Needed
RecTrac / WebTrac	Vermont Systems	Recreation Registration and Facility Management	Recreation Software	Recreation Department	Daily	Daily
RTA Fleet	RTA	Fleet Management	Transit	Fleet Department	Daily	Daily
Symantec Endpoint Protection	Symantec	Endpoint Protection / Anti-Virus	Security	Information Systems	Daily	Daily
Tracnet For The Office	Tracnet	Police Records Management	Public Safety	Police Department	Daily	Daily
Veritas Backup Exec 20	Veritas	Data Backup	Backup	Information Systems	Daily	Daily
Watch Guard Evidence Library	Watch Guard Video	In-Car / BodyCam Video collection	Public Safety	Police Department	Daily	Daily
Whats Up Gold	IpSwitch, Inc.	Network Monitoring	Networking	Information Systems	Daily	Daily